

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
August 3, 2009

**PRESENT:** TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Gregory Begin, Naomi Bolton, Jan Snyder, Bill Duffy, Tina Connor, Evelyn Connor, Ray Eaton, Jon Osborne, Bob Richards, Andy Fulton, Bob DeStefano, Lisa Censabella, Dawn Wheeler, Theresa Censabella, Jerard Censabella, Jeanette Karolices, John Gore, Brandon Montplaisir, Jim Carney, Mike Eldridge

**7:02 p.m. Chairman Clow called the meeting to order.**

**Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 7:05 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Vice Chairman Butt - yes; Selectman Osborne - yes; Chairman Clow - yes Passed 3-0-0**

The Board held a discussion regarding the details relating to the Town Administrator contract.

**Chairman Clow moved, Vice Chairman Butt seconded to come out of non public session @ 7:20 p.m. A roll call vote was taken, Vice Chairman Butt - yes; Selectman Osborne - yes; Chairman Clow - yes Passed 3-0-0**

**Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 7:21 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Vice Chairman Butt - yes; Selectman Osborne - yes; Chairman Clow - yes Passed 3-0-0**

The Board met with Lisa Censabella and Chief Begin to ask questions prior to her nomination as part time police officer.

**Chairman Clow moved, Selectman Osborne seconded to come out of non public session @ 7:29 p.m. A roll call vote was taken, Vice Chairman Butt - yes; Selectman Osborne - yes; Chairman Clow - yes Passed 3-0-0**

Chairman Clow announced they have a candidate for Town Administrator.

**Vice Chairman Butt moved, Selectman Osborne seconded to hire Naomi Bolton as Town Administrator for the Town of Weare at a starting salary of \$60,000 per year. They will have 2 public hearings as required by town vote. Passed 3-0-0**

**Selectman Osborne moved, Chairman Clow seconded to hire Lisa Censabella as a part time Police Officer for the Town of Weare for 16 hours per week at a starting salary of \$15.60 per hour. Passed 3-0-0**

Mrs. Evelyn Connor swore in Lisa Censabella as a part time Weare Police Officer.

**DEPARTMENT HEAD** – Ms. Evelyn Connor, Town Clerk, informed the Board that the state raised all their motor vehicle state fees on Saturday and inputting it into the computer caused difficulty. They could not do any state work today; problems with the fees and dog licenses and anything connected to fees. The computer will be fixed for Tuesday. Vanity plates went from \$25 a year to \$40 a year. Ms. E. Connor said she does not know what the state will do to the individuals who registered early; could possibly have double fees next year. Ms. E. Connor said she is looking forward to hiring someone in their office soon to start training. Vice Chairman Butt asked about the training for the clerk's position. Ms. E. Connor said it takes 3 weeks; the training is not all at

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once. Tax Collector training will be done by Mrs. T. Connor and DRA. It was discussed tax bills go out in November. During the 3 week period the individual can do reading for training, cannot do motor vehicles until they complete the privacy class. Vice Chairman Butt asked about the hiring process. Chairman Clow said they have to make a decision on the hiring process. Ms. E. Connor said cross training in the office is very important.

### MANIFESTS

**Chairman Clow moved, Selectman Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer or Deputy Treasurer to sign checks dated August 6, 2009. Passed 3-0-0**

Accounts payable	\$79,183.30	
Gross Payrolls	<u>\$43,734.59</u>	(Includes Spec. Detail, Taxes, Credit Union)
Total	\$122,917.89	

**For the record: Check dated July 31, 2009**

**Accounts Payable**                    **\$1,250,000**    (Weare School – bond)

**PO REQUISITION SYSTEM UPDATE** – Mrs. Tina Connor said earlier this year they implemented a new module, it is running well, but they need to firm up a few issues now that employees have been utilizing the software. She asked the Board how they want to implement a Town Administrator in the process and said it is up to the Board to decide. Mrs. T. Connor said she noticed individuals are waiting until they get the invoice before creating the requisition, which defeats the purpose. She said this was put in place to get the ball rolling so people know what is being ordered and is slated on the books as going to get paid. She is printing out purchase orders at the same time as she is getting the invoice. Before they get too far into the budget season, she felt it would be better to get the issues out and would be happy to do a refresher course at a staff meeting.

Mrs. T. Connor said the software company stopped sending out the email notifications. Vice Chairman Butt said the process provides them with more information, the budget would include things that have been invoiced but not paid for and he sees a lot of benefits. Mrs. T. Connor said she is losing tracking time because she is waiting for people to give her the requisition before they get the invoice. Chairman Clow asked about small purchases at local stores. She said in that situation they will be given a receipt and the office staff needs to add it in, even if they are not paying for it for 30 days. It was discussed PARC does not have the system but they still notify her and she gives them a purchase order number. Vice Chairman Butt said the Town Administration should come into play in the process with Committees and Boards. Chairman Clow asked about the lawn care contract, which is paid in installments. Mrs. T. Connor said she assigns a purchase order number at the beginning of the year and to the department it involves. Chairman Clow said the line in the budget printout shows the encumbrance. Mrs. T. Connor said she wanted to update the Board before the budget season and now that they have a Town Administrator, everything did funnel to her for purchase order now she wants to know how the Town Administrator fits in the process. Vice Chairman Butt would like to have notices sent to the Police and Fire Departments. Mrs. T. Connor will do a presentation at the September staff meeting. Selectman Osborne feels if employees are not utilizing the software after they spent the funds to purchase, she wants them to be informed.

**2007 AUDIT** – Mrs. T. Connor said the 2007 audit is completed and the fund balance at completion was \$1,485,098.89. The 2008 preliminary audit has been completed; they will see the rough draft within 3 weeks. Chairman Clow said this tells them they were in a comfort zone to return the \$400,000 to offset taxes. Chairman Clow said the fund balance of \$1,485,098 at the end of 2007 is money that could not be spent during the course of the year because it is not appropriated money, and then they know at the end of 2008 they have a fund balance of at least \$1 million as recommended by DRA, so they don't have to borrow. Mrs. T. Connor said she was prepared and the auditors had everything they needed. The auditors will generate internal controls letters but no longer doing the management letter unless there are big ticket numbers and things the Board really needs to know about. Vice Chairman Butt said based on the July 2 letter describing some of the internal controls, it was indicated that they looked for a system based on checks and balances, and asked how many departments are dealing with cash. It was the Town Clerk, Tax Collector, Finance Administrator, PARC, Building Department,

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Transfer Station, and Police Department permits/fees all have cash that funnel through Mrs. T. Connor and she checks and balances and sends out report every month. Vice Chairman Butt said the money is going into the General Fund and asked if they have anything in place that verifies the amount they should be collecting. She verifies money brought to her with departments, along with receipts. The Transfer Station has special revenue and collections should meet the fee base. Vice Chairman Butt asked how it is verified that things are going correctly. Mrs. T. Connor said it is split up on the form. Vice Chairman Butt asked how the Board sees the breakdowns. She said she could present it in a special report; there are ways to break things down. Vice Chairman Butt said they need to make sure they have enough revenue coming in to cover the cost; that is the intent of special revenue funds. He said in the budgetary reporting, estimated revenues did not reconcile with the revised estimated revenue form. Mrs. T. Connor said it was in the MS4 form and she did not go back to the computer, so her printouts did not match, it was clarified. Vice Chairman Butt said there were concerns with the Library; no formal invoices. Mrs. T. Connor said she does think the Library sits down and does a formal manifest; she is not sure how or if they present trustees with a listing.

Mrs. T. Connor said she is hoping they will come in compliance with the investment policy. Chairman Clow wants to have a discussion with all board members and said this was discussed before and felt they needed input from the Treasurer and Trustees. Ms. Snyder said the Trustees have their own policy. Mrs. T. Connor said the auditors gave them a sample. Chairman Clow said Finance Administrator and Treasurer could review the policy. Vice Chairman Butt said there are two savings accounts in the tax office. Mrs. T. Connor said they do their deposits daily and she does hers weekly. Vice Chairman Butt asked for the average daily balance. Mrs. T. Connor said it usually is just the interest and some balance in case there are some bad checks; Tax Collector account probably has \$500 and Town Clerk has \$200. Mrs. T. Connor said it is on the books and she gets a report every day from them now instead of weekly. Chairman Clow hopes to have a meeting in November or December to review the 2008 audit. Mrs. T. Connor said it will be before that, they might be one of the first towns to set their tax rate. Vice Chairman Butt asked about seeing revenues. Mrs. T. Connor said September 1 is the due date for all departments to have their revenue revisions.

**DISCUSSION OF CONSERVATION FUND ACCOUNTING** – Mr. Andy Fulton wants permission from the Board to have Mrs. T. Connor put together a report for the Conservation Commission and the Open Space Committee. The report will allow them to know the conservation fund balance and the anticipated revenue so they know what resources are available when trying to forecast where the funds will come from for land requisitions. Mrs. T. Connor would let them know the balances and what was out there for uncollected fee. It was discussed there will be lapses because assessing has a year to bill someone for current use. Mr. Fulton would like to be able to get the information for anticipated revenue from assessing and fees assessed. Vice Chairman Butt said this is accounting for money owed to them; does not reflect cash on hand. Mr. Fulton said as a conservation fund they are only working on cash on hand. Mr. Fulton said the request went out to Mrs. T. Connor, Mrs. E. Connor and Judy Rogers to try and get their support regarding what properties are coming out of current use and have been billed. Mr. Fulton said they are trying to anticipate the demands on the account. Mrs. T. Connor said she is getting the information quicker which makes it easier to get it on a report. Chairman Clow said once a year when the Board is given the figure to set the tax rate, it will be a pretty secure figure. Mrs. T. Connor said it will be the 25% of what is collected.

Mr. Fulton said things are pretty slow for the Conservation Commission. Chairman Clow said he has a letter that concerns a land conservation plan for the watershed. Mr. Fulton said they had SNHPC at their last meeting and received the endorsement of the Conservation Commission; utilizing federal grant money to do some future planning and they are trying to build a coalition of supporters. Chairman Clow said a sample letter of support was sent to the BOS. The CC sent a signed letter of support to SNHPC. Chairman Clow said now that they know it was approved and signed by the Conservation Commission they will send their letter of support as well. Vice Chairman Butt asked if the Conservation Commission is satisfied with SNHPC. Mr. Fulton said they are encouraging them to build environmental awareness into their plans. Vice Chairman Butt asked if they are

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looking to change commissions. Mr. Fulton said they have put that issue behind, not anticipating a change. Mr. Fulton said with greater endorsement for the watershed it puts them in a better position for federal grants.

**DISCUSSION OF PURCHASE OF AMBULANCE FOR FIRE DEPARTMENT** – Fire Chief Ray Eaton informed the Board last year they had problems with fencing around some of their waterholes. They have bids and are seeking permission to repair. The Fire Suppression Fund balance is \$5,209.00 and the lowest bid they received was \$1930.00. Chief Eaton said people on Pine Hill have been complaining about the fence.

**Chairman Clow moved, Selectman Osborne seconded to approve the expenditure of \$1,930 to Penny Fence to do the repair and replacement of portions of the water hole fencing on Pine Hill Road with the money to come from the Fire Suppression Fund. Passed 3-0-0**

Fire Chief Eaton informed the Board they set up a committee for the ambulance. Mr. Bob Richards said the committee looked at several different ambulances and in speaking with manufacturers they won't be able to get diesel engines in the ambulances come 2010. Mr. Richards said they drove a Chevrolet and a Ford and looked them all over and thinks they should purchase the Chevrolet demo unit to get ahead of the 2010 emissions and gas engine; the unit is already built. Mr. Richards said there will be adjustments made to the ambulance and there are 3,000 miles on the unit. Warranties do not start until it belongs to the town and delivery is made. Vice Chairman Butt said this replaces ambulance 1 purchased in 1991, ambulance 2 is a lease. Vice Chairman Butt said Mr. Richards has done a good job with the Capital Reserve. Mr. Richards said the cost increase was due to the 2007 emission issues. Vice Chairman Butt said ambulance 2 will be replaced in 2015. He feels the lease is beneficial and has less of a drain and has no impact on the taxpayers because they are taking the lease payment out of the ambulance fees. Vice Chairman Butt said if they purchase this now it will deplete the \$182,000 currently in the capital reserve fund and it is hard to put money back into the fund; they will have to ask taxpayers. It was discussed the short term impact is zero to the voters, but they need to look ahead towards purchasing future equipment. The lease comes right out of the revenue and causes the least impact. Vice Chairman Butt said delaying the replacement would be a benefit.

Vice Chairman Butt is concerned with looking at 2011 and depleting the Capital Reserve Fund and said they will have to raise and appropriate to purchase in 2011 and it will have a tax impact, if they do the lease there will be no tax impact. Chairman Clow said they had a 7 year lease starting in 2004, are in the 5<sup>th</sup> year of the lease and asked if leases can overlap. Jan Snyder said the lease is up in May 2010. Vice Chairman Butt said leasing the ambulance would require a town vote. Vice Chairman Butt said the benefit of a lease is not taking the money out of the Capital Reserve and there will be no impact on taxpayers for 2011, he said he does not know of the down points in waiting. Mr. Richards said you still need to replace the vehicles and said there are a lot of leasing options.

It will cost \$180,658 to purchase this Chevrolet ambulance. Vice Chairman Butt said there is enough in the Capital Reserve to purchase. It was discussed 25% or less of the revenue is going towards the ambulance. Vice Chairman Butt does not question the need for the vehicles, a great job has been done to forecast the need, but asked how they pay for the vehicles. He said they need to show taxpayers there is a revenue source. Vice Chairman Butt questions whether to lease the engine or the ambulance and asked how much money they would lose over a long period of time. Selectman Osborne asked Mr. Richards about ambulance 1. He said there are 74,000 miles on ambulance 1 and said it is time for it to go, it was purchased in 1999. Selectman Osborne asked about any problems with the vehicle. Mr. Richards said no, but they don't want to have problems. Selectman Osborne said they have 2 ambulances. Chief Eaton said this is a good chance to get this ambulance and they are hoping to get this one. Vice Chairman Butt said it will cost more to utilize the Capital Reserve Fund. Selectman Osborne asked how much it will cost to outfit the ambulance. Mr. Richards said nothing.

Vice Chairman Butt said there is no cost to the taxpayers right now. There is money in the fund put in by the taxpayers. He questions what will happen the following year and how will they replenish the fund. Vice Chairman Butt said the engine will cost more per year than the ambulance and to lease it will cut revenues for at least 7 years. Vice Chairman Butt said the likelihood of the voters funding the Capital Reserve for \$250,000 is

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not good. Chairman Clow said he is concerned with voting tonight on the \$180,658 and not having a full Board. Mr. Richards said they won't have to represent, because this ambulance will not be available, it is being held for Weare for a short time. Vice Chairman Butt said he is concerned with how much will be in the fund. Chairman Clow asked what comes into that fund over a year. Vice Chairman Butt said around \$100,000. Mr. Richards said 7% of whatever is collected. Chairman Clow said in looking ahead in the engine purchase are they still looking at around \$400,000. Mr. Richards said he is hoping not. Chairman Clow said that would be around \$75,000 for an annual lease or \$60,000 annual lease if spread over 10 years and there is \$400,000 in the fund. Mr. Richards said the lease payment could be made the following year. Vice Chairman Butt feels the ambulance should be on a lease because of the cost; the engine is such a big number. Chairman Clow said as far as use, time on the road, the ambulance wear and tear is more than an engine. Mr. Richards said they will not be putting diesel engines in the Ford ambulances anymore and gas engines run really hot. Vice Chairman Butt said because it is using the Capital Reserve Fund it is killing him, leasing would have less impact, next year they would have enough money to purchase the engine if they lease the ambulance and not use the Capital Reserve Fund. Vice Chairman Butt asked about down side of waiting until 2010. Mr. Richards said he does not want to go back to gas engines and is unsure if they will be manufacturing diesel ambulances.

It was discussed they have to go to the voters for the lease. Mrs. Bolton asked about the intent to replace vehicles, she sees nothing scheduled for 2011. Vice Chairman Butt said engine 1 was moved to 2011 and engine 4 would be 2010. Mrs. Bolton asked if engine 4 can be pushed back for replacement. Mr. Richards said it is not his decision to make. Chairman Clow said they have to decide to spend the Capital Reserve Fund, look at financing engine 4 that was scheduled for 2009, take it out of Special Revenue or enter into a lease arrangement for a fire engine. Vice Chairman Butt said if you leave the Capital Reserve alone there will be \$190,000 and \$450,000 in Special Revenue and still be accumulating \$100,000 a year. Might have enough money in 2011 to pay for the engine and in 2012 they will have to go to taxpayers for \$200,000. Vice Chairman Butt said the more the ambulance is used, the more revenue that comes in and it is a benefit to the tax payers to lease the ambulance not the engine. Chairman Clow said it could be on the warrant for this March. Mr. Richards thinks it is a real fair price, especially on the trade and waiting to next year would be \$200,000. Mr. Richards said they are funding their own vehicles. Vice Chairman Butt said the Capital Reserve is funded by the taxpayers. Chairman Clow said the interest on the lease for the ambulance now is \$22,000 a year, to lease an engine at \$400,000 would be a heavier interest cost to the taxpayers.

Chairman Clow said they accept the need but feels the funding might be more acceptable in 10 months then it would be now.

Ms. Jan Snyder said there was \$289,000 in the fund at the end of last year and \$8,000 a month in interest. Ms. Snyder said \$7,000-\$8,000 a month is average revenue. Vice Chairman Butt said he wishes there was a way to hold the truck until they got funding. It was discussed if the Board did not approve this purchase tonight, the ambulance will no longer be available. Chairman Clow said they cannot accept the proposal at this time.

Ms. Snyder said to use the \$400,000 in the Special Revenue Fund to purchase the ambulance and by making payments of \$75,000 per year for the engine they will have \$535,000 in the fund before making the first payment. Ms. Snyder said you would be starting off with a larger balance by doing the lease payment in the rear. Vice Chairman Butt asked what happens when they have to purchase another vehicle through 2012 and estimated \$300,000 for replacing engine 1. Vice Chairman Butt said in 2011 they will not be able to lease, they will have to purchase a \$300,000 piece of equipment, because there will not be enough revenue coming in and from that point on \$75,000 a year will be going towards the lease and only \$25,000 going into the fund. Vice Chairman Butt said by leasing the engine there would be more money going out on an annual basis; ideally it would be best to keep the ambulance only on a lease and purchase engines. Vice Chairman Butt said after 2011 both funds would be empty for at least 7 years, drying up the revenue source.

**ADMINISTRATIVE REPORT** – The Board will meet on Monday, September 14 and September 21 and the staff meeting will be held on September 15.

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Mrs. Bolton mentioned getting upfront what departments are looking for in Special Warrant Articles so there is time to discuss the projects in detail and in conjunction putting together CIP requests.

Vice Chairman Butt said to check with the Supervisors of the Checklist to see if they are in the process of selecting a Moderator and then in turn a Finance Committee. Chairman Clow said if the Supervisors are at a loss they can ask for a recommendation from the BOS.

The Board will meet Friday, September 4<sup>th</sup> at 4:00 p.m. to sign the Manifest.

**PUBLIC COMMENT** – Ms. Snyder clarified a discussion held at the last BOS meeting and said the intercept line is just for medics; \$500 fee for strictly medics.

**HOME TOWN HERO** – Chairman Clow said Granite State Telephone announces a Home Town Hero at their Open House every year and they are looking towards the Board for a recommendation. The deadline for the recommendation is August 14<sup>th</sup>. The Board will discuss this at the Manifest meeting next Monday.

**CORRESPONDENCE** – Mrs. Bolton informed the Board of a request via a letter from Malcolm Wright regarding the filing drawers needing to be replaced in the Town Clerk's office. Mrs. Bolton will look into this.

Vice Chairman Butt asked about a lease and the need to put it before the voters. It was discussed the RSA does state a request for a lease needs to go before the voters. Vice Chairman Butt would like to see the RSA.

### **MEETING MINUTES**

**Chairman Clow moved, Vice Chairman Butt seconded to approve the minutes of June 22, 2009 as amended. Passed 3-0-0**

**Vice Chairman Butt moved, Selectman Osborne seconded to approve the minutes of July 20, 2009 as amended. Passed 3-0-0**

**Vice Chairman Butt moved, Chairman Clow seconded to approve the minutes of July 27, 2009 as written. Passed 2-0-1. Selectman Osborne abstained.**

**Vice Chairman Butt moved, Chairman Clow seconded to approve the minutes of July 30, 2009 as written. Passed 2-0-1. Selectman Osborne abstained.**

The Board will meet on August 31, 2009 to work on the personnel policy.

**Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 10:08 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Vice Chairman Butt - yes; Selectman Osborne - yes; Chairman Clow - yes Passed 3-0-0**

**Chairman Clow moved, Selectman Osborne seconded to come out of non public session @ 10:40 p.m. A roll call vote was taken, Vice Chairman Butt - yes; Selectman Osborne - yes; Chairman Clow - yes Passed 3-0-0**

**Chairman Clow moved, Selectman Osborne seconded to seal and restrict the minutes of the non-public session. Passed 3-0-0**

**Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 10:41 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Vice Chairman Butt - yes; Selectman Osborne - yes; Chairman Clow - yes Passed 3-0-0**

**Chairman Clow moved, Vice Chairman Butt seconded to come out of non public session @ 10:55 p.m. A roll call vote was taken, Vice Chairman Butt - yes; Selectman Osborne - yes; Chairman Clow - yes Passed 3-0-0**

**Chairman Clow moved, Vice Chairman Butt seconded to seal and restrict the minutes of the non-public session. Passed 3-0-0**

**ADJOURNMENT at 10:57 p.m.**

A True Record.

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Cherry Palmisano, Recording Secretary